



NOTICE OF GRANT OPPORTUNITY

2025-26 SMALL GRANTS: CAPACITY

Minnesota's Lake Superior Coastal Program

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Minnesota Department of Natural Resources

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<http://www.mndnr.gov/mlscp>



The DNR supports these projects with pass through funds received through Federal Financial Assistance Awards from the Coastal Zone Management Administration, U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), Catalog of Federal Domestic Assistance 11.419.

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This document is available in alternative formats to individuals with disabilities by contacting info.dnr@state.mn.us, 651-296-6157. For TTY/TDD communication, contact us through the Minnesota Relay Service at 711 or 800-627-3529.

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PURPOSE

The mission of Minnesota’s Lake Superior Coastal Program (MLSCP; Coastal Program) is to empower and support leaders and professionals in the work they do to manage Lake Superior’s coastal areas. We strive to ensure the state's coastal places and spaces are healthy, resilient, and sustainable so that everyone can use and enjoy them. The Minnesota Department of Natural Resources (DNR) manages the Coastal Program.

This Notice of Grant Opportunity (Notice) provides the information to apply for a Coastal Program Small Grant: Capacity. These grants are **small, short-term, and limited in scope**. In general, funded activities build capacity, seed or feed bigger opportunities, and make coastal management more effective. With these funds, the Coastal Program can support the following activities:

- **Planning** - develop engineering and design plans; create comprehensive plans or facilitate an update to; integrate data into plans or projects; and/or model existing data.
- **Outreach** – outreach or provide general education to key audiences. This includes such things as replacing “trunk” pieces (e.g., books, displays, posters); producing brochures or videos; translating print media to digital; or hosting a booth at a community event.
- **Conference and training** - host or send people to a conference or training focused on coastal management. The primary purpose of these events must be providing technical information; participants will enhance their skills and knowledge for managing coastal resources.
- **Technology** - advance the technology needed to do coastal management, such as supplies (e.g., software, survey-grade GPS) and upgrades to databases and modeling tools.
- **Youth education** – support and/or develop Lake Superior focused educational opportunities for youth (ages 0-18); includes (but is not limited to) curriculums, field trips, content experts, substitute teachers, bussing, and supplies such as water sampling kits, fish identification guides, and weather monitoring stations.

While intended to be indoor activities, there may be education or observations in the field. During outdoor activities, **there can be no dirt moving** (i.e., ground/vegetation disturbing) activities. These activities must have no real-time environmental impact.

The Coastal Program cannot fund projects on private property or that solely benefit a private business or individual.

SPECIFICS

Coastal Program grant funded projects must be consistent with the objectives of the Coastal Zone Management (CZM) Act of 1972, as amended; support the mission of the DNR; and comply with state and federal grant requirements.

- The [Coastal Zone Management Act of 1972](#) provides the basis for protecting, restoring, and responsibly developing our nation's diverse coastal communities and resources.
- The [mission](#) of the DNR is to work with Minnesotans to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.

Successful applicants must meet eligibility requirements and comply with applicable Federal, Tribal, state and local laws.

Please read this entire Notice, the [Capacity Request Form](#), and the [Terms and Conditions](#) before starting an application.

FUNDING AVAILABLE

You may request between \$1,000 and \$4,500 in grant funds.

The DNR will award approximately \$30,000 in Capacity grants under this Notice. Additional funds may be available under previous awards or due to other projects that come in under budget, were incomplete, or otherwise withdrawn. The DNR will award eligible requests, as funds exist.

If limited funds are available, we will give priority to requests from townships, Tribal communities, and those that have not received funds from the Coastal Program in the last five years.

Match

You will need to provide **10% of the grant request** in non-federal dollars as match. For example, if you apply for a \$4,000 grant, you will need to provide \$400 in match.

Note: For youth education activities, student time is NOT eligible match. Teacher/staff time is.

APPLICATION SUBMISSION

You must use the [capacity](#) grant request form. You may submit your request at any time. The Coastal Program must receive applications via email, mlscp.dnr@state.mn.us. Coastal Program staff will review requests at staff meetings, a minimum of twice a month. It may take up to 30 days to review your application and execute a grant agreement.

AWARD PROCESS

After the DNR reviews the request, the Coastal Program will email results to the authorized representative and the grant project contact identified in the application. Staff will work with the selected applicants to execute a grant contract agreement or other approved funding mechanism, which is binding and enforceable. It will include necessary terms and any specific award conditions.

REPORTING/MONITORING

Due to activities and timing, you may be required to submit progress updates via email.

You must submit a [summary report](#) of the project/event and reimbursement request within 30 days of the event or end of the grant contract agreement. We will accept grantee generated invoices with supporting documentation (e.g., invoices or receipts).

STATE'S RIGHT TO CANCEL

This Notice does not obligate the state to make awards. The state reserves the right to cancel the solicitation if it is in its best interest due to lack of funding, agency priorities, or other considerations.

QUESTIONS

Please direct questions to the Coastal Program Grants Specialist: 218-834-1447 or mlscp.dnr@state.mn.us. The Coastal Program will post responses to questions [online](#).

ELIGIBILITY REQUIREMENTS

To be eligible, a project must:

1. Help achieve a coastal management goal.
2. Take place within the coastal area.
3. Be submitted by an eligible organization that can certify it has not been suspended or debarred by the State of Minnesota or the Federal Government.

COASTAL MANAGEMENT GOALS

“Coastal management” covers the decisions and actions taken to balance the natural environment, built environment, quality of life, and economic prosperity of coastal areas. To be eligible, a project must help achieve one or more of these coastal management goals:

- Help communities manage development along the Lake Superior coast in a sustainable way. **(Coastal Community Development)**
- Protect and restore the coastal area’s natural resources and habitats. **(Coastal Habitat)**
- Protect lives and property in the coastal area by minimizing risk from natural hazards such as storms, flooding, and erosion. **(Coastal Hazards)**
- Research, analyze, and share information that leads to better coastal land and water management by government and residents. **(Coordination and Public Involvement)**
- Create or enhance public access to Minnesota’s coast and Lake Superior. **(Public Access)**
- Safeguard and restore water quality in Lake Superior and area streams. **(Water Quality)**

COASTAL AREA

The project’s principal activities must occur either:

- In the Minnesota waters of Lake Superior; or
- On public (non-federal) land in Minnesota’s coastal area (see [Appendix A](#))

If any activities take place outside of the designated coastal area, the applicant will need to demonstrate that the project will have direct substantial benefits within the coastal area. For more information on Minnesota's coastal area, see the [maps](#) online or call 218-834-1446.

ELIGIBLE ORGANIZATIONS

The Grantee must receive a Unique Entity Identifier from the [System for Award Management](#) (SAM) and be a [registered vendor](#) in good standing with the State of Minnesota.

The following types of organizations are eligible to apply:

- Area-wide agency, including a county and/or regional planning agency
- College or university
- Conservation district
- Joint powers board
- Local unit of government (e.g., city, township, county)
- Nonprofit organization
- Port authority
- Public school district
- Sanitary sewer district
- State agency¹
- Tribal governments and agencies

The State may not award a grant to a vendor or grantee that has been suspended or debarred from doing business with the State of Minnesota or with the Federal Government. The applicant must certify they are a vendor in good standing in the request for grant funds.

Collaboration

Multi-organization collaboration is welcome but not required. Applicants are encouraged to utilize partnerships as appropriate (e.g., university, state agencies, local and regional governments, federal partners, multi-disciplinary partners, community groups, non-profits, foundations). Partners may provide funding or in-kind support.

GRANT PROVISIONS

Successful applicants who accept an award under this Notice will be required to comply with all state and federal laws, executive orders, regulations, and policies governing the funds.

TERMS AND CONDITIONS

Please see the Coastal Program [Grant Contract Agreement Terms and Conditions](#) for a full list of applicable terms and conditions. We require funding acknowledgement, including on products and

¹The DNR is eligible for non-competitive capacity funds, through a service level agreement or other approved funding mechanism. DNR employees follow department policies, see [Operational Order 118](#).

publications. You must follow state and federal contracting laws. Please contact us to work through any additional requirements that may apply.

CONFLICTS OF INTEREST

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, by applicants and Coastal Program staff per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- A grantee or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is in question or disclosed, the DNR will notify the applicants or grantees and may pursue actions, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

FAIRNESS AND ACCESS

The DNR believes that Minnesotans have an inherent right to a healthy environment and the personal health and wellness that come from access to thriving natural resource systems. We are committed to providing equitable access to outdoor spaces and the benefits afforded by a healthy environment to all Minnesotans throughout our work. This includes ensuring that the services, facilities, lands, and engagement processes of grant partners are welcoming and accessible, and that our work is equitable across economic and cultural communities.

PAYMENT/REIMBURSEMENT

Federal law defines eligible costs, see [Appendix B: Budget Guidance](#).

Per [Policy 08-08](#), reimbursement is the preferred method for making grant payments. The DNR will reimburse project expenses once at the end of the project. The State will review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the project report before approving payment. Grant payments will not be made on grants with past due reports unless the Coastal Program has given the grantee a written extension. The DNR will consider requests for advance grant payments on a case-by-case basis.

ENVIRONMENTAL IMPACT

NOAA has already approved [specific activities](#) for these funds, as required by the [National Environmental Policy Act \(NEPA\)](#). These are mostly indoor activities. Education or observations in the field are the only exception and must not have an environmental impact in real-time. In these cases:

- There can be no dirt moving (i.e., ground/vegetation disturbing) activities.
- Grantees and participants must access the sites from road crossings or on public lands/waters.

- Grantees and participants must follow best practices to prevent the spread of [invasive species](#), including brushing off boots and equipment on site at the end of the day and cleaning equipment prior to visiting another site to prevent the spread of invasive species.

If your project has any outdoor activities, you must include these details in your funding request.

APPLICATIONS MADE PUBLIC

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once applications are opened (day after received).
- All remaining data in application responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, after project start date(s)).
- All data created or maintained by the DNR as part of the evaluation process (except trade secret data as defined and classified in [§ 13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, after project start date(s)).

If you submit any information that you believe to be trade secret information, you must clearly mark all trade secret materials in the application and attach a statement justifying the designation for each item.

AUDITS

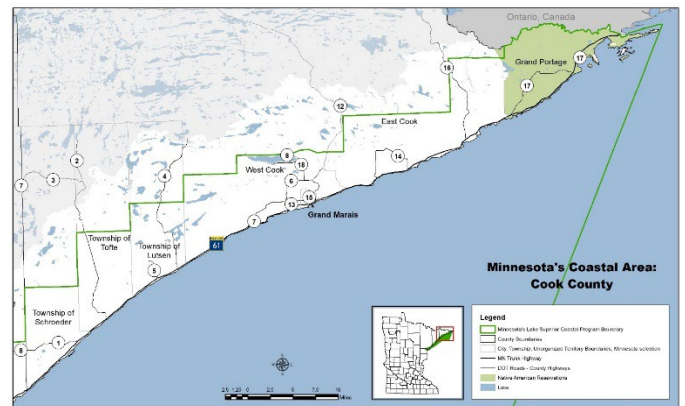
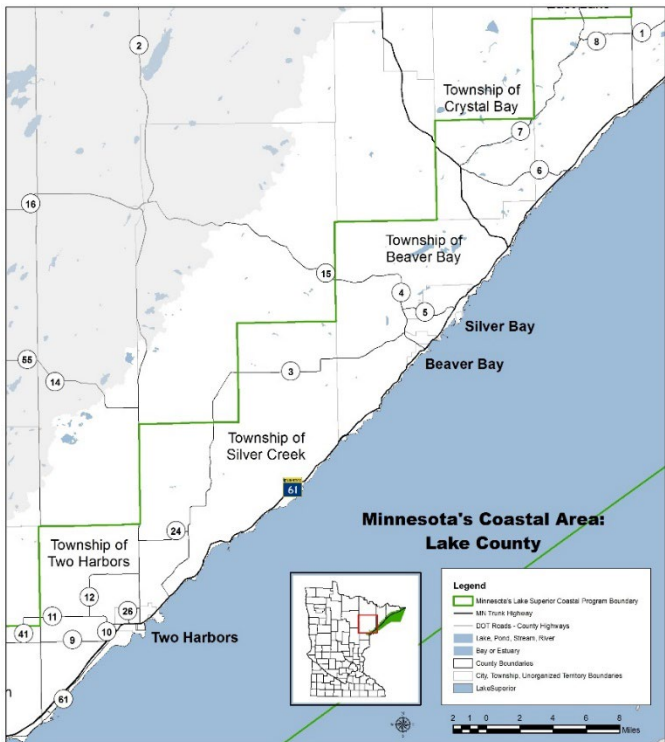
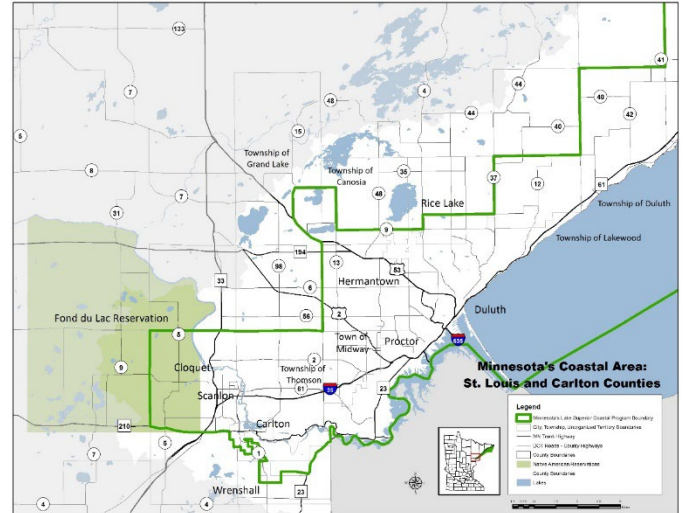
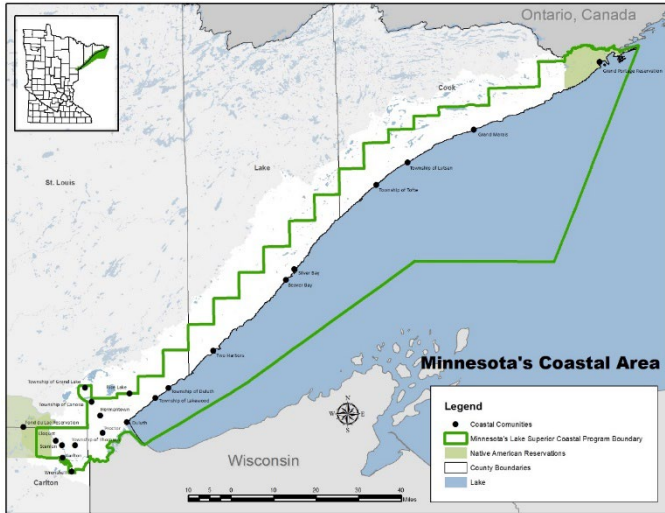
Per Minn. Stat. §16B.98 Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period to satisfy all state and program retention requirements, whichever is later.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION REQUIREMENTS

- A. Minn. Stat. §363A.02. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. Minnesota Rules, part 5000.3500. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified persons with disabilities without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

APPENDIX A: COASTAL AREA (MAPS)

For more information on Minnesota's coastal area, see the [maps](#) online or call 218-834-1446.



APPENDIX B: BUDGET GUIDANCE

Provide justification for all budget items in sufficient detail to enable the Coastal Program to evaluate the appropriateness of the funding requested. Include detail for each expense. Explain how funds will be used and matched (include the source of the match). All costs must be reasonable, allowable and allocable as defined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR Part 200](#); Subpart E.

PERSONNEL

List the staff and/or volunteers (name and title) involved in the project. Include the designated dollar amount (both salary and fringe), number of hours, cost per hour, and the task responsibilities per staff/volunteer.

Example

Jane Doe; Principal Investigator; \$2,588: 75 hours at \$30/hour plus 15% (\$4.50) fringe; \$1,588 grant request; \$1,000 match from (organization).

Tasks: Field Work and Community Meeting Facilitation

Salaries

Wages and salaries paid to employees of the grantee organization or volunteers who are directly involved in the project implementation.

Fringe Benefits

The cost of benefits paid to the personnel including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation.

TRAVEL

Refers to [travel costs](#) of personnel that are reasonable and necessary to effectively manage and carry out project activities, provide oversight, or measure program effectiveness. Expenditures for all proposed travel must not exceed amounts in the [Commissioner's Plan](#) (ML25 Ch. 39 Art. 3 Sec. 2 renames this "Nonrepresented employees compensation plan") promulgated by the Commissioner of Minnesota Management and Budget.

List each trip, including destination and purpose. The DNR will not reimburse for travel and subsistence expenses incurred outside of Minnesota unless you have received prior written approval from the Coastal Program for out of state travel (i.e., trip stated in the application). NOAA does not allow travel out of country with these funds.

EQUIPMENT

Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$10,000 or more. Equipment purchase requires special review and approval by the Coastal Program. Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment

and should be included. Equipment previously purchased with any Coastal Program grant funds cannot be used as match.

List the piece of equipment and its purpose; include rental rate or purchase price. If you are purchasing equipment, include how you will maintain the equipment and provide justification for purchasing rather than renting for the project activities.

SUPPLIES

Includes all consumable materials less than \$10,000 per unit such as copy paper, pens and pencils, and computers/technology.

List the supply, a description of the item and associated costs, including a description of how you will use it in the project.

CONTRACT COSTS

Includes consultants, subcontractors, and subrecipients. You will need to follow the state requirements for bid (in [Terms and Conditions](#)).

Include the budgets and budget justifications of contracts and information supporting the price or cost of contracts. Identify what the subcontractor will provide. Explain how you arrived at the amount, including if you solicited quotes.

OTHER COSTS

Refers to direct costs that do not fit any of the other categories, such as rent for buildings used to conduct project activities, leased equipment, training costs, etc. Rental/leasing costs cannot exceed the cost of purchasing the item new.

Include [conference](#) (2 CFR 200.432) expenses as 'Other'. "A conference is defined as a meeting, retreat, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information and is necessary and reasonable for successful performance under the award. Allowable conference costs paid by the Grantee as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable."

List other costs with detail.

INDIRECT COSTS

Identify the eligible indirect cost rate (federally negotiated or de minimis). If you do not have an established indirect cost rate, you may choose to negotiate a rate or use the de minimis indirect cost rate of 15%* of modified total direct cost (as allowable under 2 CFR §200.414).

*Or federal rate at time of application.

APPENDIX C: RESOURCES AND REFERENCES

RESOURCES

Coastal Zone Management

The National Coastal Zone Management Program monitors and evaluates the success of its efforts through [national performance measures](#). NOAA uses the system to evaluate progress toward national goals.

Minnesota Department of Natural Resources Conservation Agenda

The [Conservation Agenda](#) sets strategic direction for natural resources and measures results.

Minnesota's CZM Program Document

Combined Coastal Management Program and [Final Environmental Impact Statement](#) for the State of Minnesota (May 1999) provides the program framework: relevant laws, policies, and underlying goals.

WEBSITES

The following websites are in this Notice of Grant Opportunity:

Page	Website
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3	https://coast.noaa.gov/czm/act/
3	http://www.dnr.state.mn.us/aboutdnr/mission.html
5	https://www.sam.gov/
5	https://mn.gov/admin/osp/government/suspended-debarred/
6	http://www.nepa.noaa.gov/
9	https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp
11	https://coast.noaa.gov/czm/performance/
11	https://www.dnr.state.mn.us/conservationagenda/index.html
11	http://www.dnr.state.mn.us/waters/lakesuperior/feis/index.html

Coastal Program Webpages <https://www.dnr.state.mn.us/waters/lakesuperior/index.html>

- <https://www.dnr.state.mn.us/waters/lakesuperior/grants.html>
 - Funding Opportunities; Resources for Grantees

The referenced state statutes are on the state register's website: <https://www.revisor.mn.gov/statutes>

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (as referenced throughout) is available in the Electronic Code of Federal Regulations http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl